

**DISPOSITION OF SURPLUS
PROPERTY POLICY
FOR THE
TOWN OF HOPKINTON**



POLICY NUMBER: 36

**Originally Adopted by the Board of Selectmen
April 28, 2008**

AMENDMENTS: Version 002 – 08-16-2010

**TOWN OF HOPKINTON
DISPOSITION OF SURPLUS PROPERTY POLICY**

SECTION I: PURPOSE

This policy known as the Disposition of Surplus Property Policy of the Town of Hopkinton, is adopted for the purpose of providing the best guarantees that public property is disposed in the most prudent fashion/ The policy explicitly details the levels of authority granted to various governmental officials of the Town of Hopkinton as well as providing for direction as to the steps involved in the disposition of property for the Town.

SECTION II: DEFINITION

A) "*Surplus Property*" is any property owned by the Town that is no longer used and it is unlikely that it will be used by the Town. Any reference to a Department Head is also meant to include a Committee Chairperson.

SECTION III: AUTHORITY

These policies are adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to their management of the Town's prudential affairs and their authority over Town property.

SECTION IV: CONFLICT OF INTEREST

In accordance with RSA 95:1, no person holding a public office in the Town of Hopkinton, either appointed or elected, shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the Town of Hopkinton.

The above section shall also apply to all employees of the Town of Hopkinton.

SECTION V: OBJECTIVE

To provide for a procedure for the disposal of surplus property as outlined in these policies.

SECTION VI: DEPARTMENT HEAD INVENTORY AND REVIEW

It shall be the duty of each Department Head to inventory and at least annually review the property of the Town in his/her department to determine the existence of surplus property.

SECTION VII: DISPOSITION MEANS

- A) Sealed bid process.
- B) Auction
- C) State surplus auction.
- D) Trade-in usage.
- E) Retain for usage as parts
- F) Transfer to another Town department

If the means of disposition is either the sealed bid or auction, the Town Administrator shall be responsible for publishing the necessary public notices to comply as closely as possible with the intent as set forth in Section IX.

SECTION VIII: DISPOSITION PROCESS

- A) Any surplus items with a value of less than \$200.00 may be disposed of by the Department Head if he/she deems appropriate, given the concurrence of the Town Administrator
- B) If a Department Head determines that there is surplus property with a value of \$200.00 or more, he/she will notify the Town Administrator of the same. The Town Administrator may direct that said property be disposed of by one of the methods outlined in Section VII.

SECTION IX: PUBLIC NOTICE

The Town Administrator shall invite all bids by advertisement in at least one (1) newspaper of general circulation in the Town of Hopkinton, such publication to be at least fourteen (14) days before the time of the bid opening. All bid notices must remain posted in at least two public places, one of which must be at the Town Hall, for a period of not less than two weeks (14 days). Website posting qualifies as one of the places.

The Invitation to Bid shall include the following information:

- a) time and date of receipt of bids
- b) address to which the bid is to be delivered
- c) date by which the Town may accept the bid
- d) a general description of the good being sold
- e) indicate where and when an Invitation to Bid may be obtained
- f) indicate where and by what date bids must be submitted
- g) indicate where and when bids will be opened, and by whom
- h) reserve the Town's right to reject any and all bids.

SECTION XII: EFFECTIVE DATE

These policies shall be effective upon a vote of the Board of Selectmen and shall replace any and all bid procedures or policies previously enacted by the Town.